



# FANKLIN COUNTY CLERK OF COURTS

## John O'Grady, Clerk

### **NOTICE OF JOB OPENING**

#### **DIRECTOR OFFICE OF BUDGET & MANAGEMENT**

##### Nature of Work

- Provide operational expertise and oversight to the organization and more specifically to the Office of Budget and Management (OBM).
- Maintain financial records that support strong internal financial accountability.
- Provide oversight in the preparation of annual budget and participate in budget hearings.
- Responsible for oversight of compliance to financial sections of the Ohio Revised Code.
- Verify that necessary safeguards are in place to protect public funds.
- Primary contact with the Auditor of State during annual audits for making response to audit recommendations.
- Perform detail analysis and troubleshoot all financial data.
- Represent Clerk of Courts office with Commissioners, other elected and appointed officials, and the media.
- Assign and approve projects and provide guidance to OBM management team.

##### Minimum Qualifications

- Bachelor's degree in business, accounting or finance preferred, and two to three years' related management experience, leadership skills, and training in governmental accounting, and knowledge of government operation.
- Knowledge of computer operation, use of applicable software applications and central accounting system (BRASS, MUNIS, FCJS and Clerk 2000).
- Ability to effectively communicate and provide good customer service.
- Ability to multi-task and work in a team environment.
- Excellent attendance record.

**POSTING DATE:** November 10, 2005 through November 18, 2005  
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